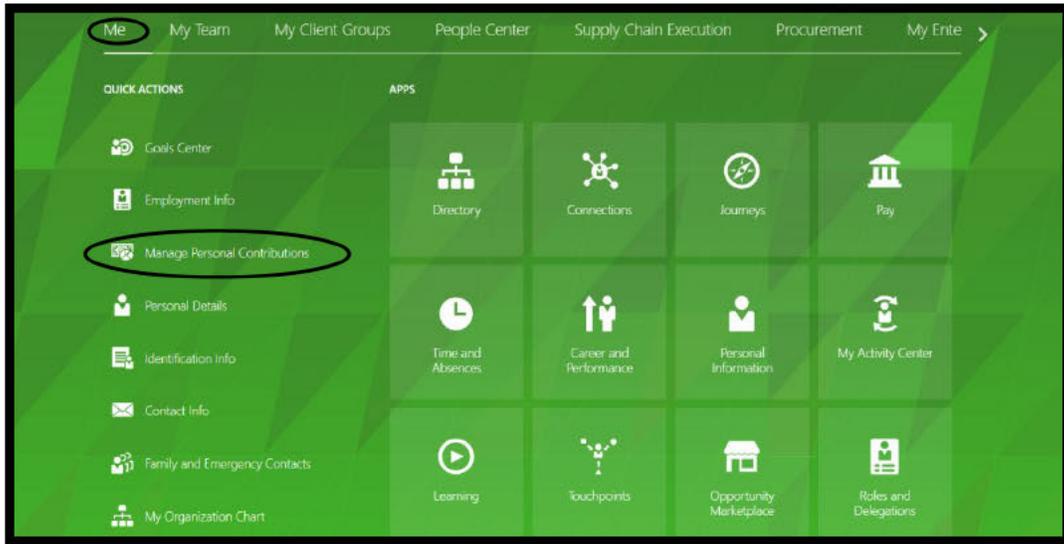


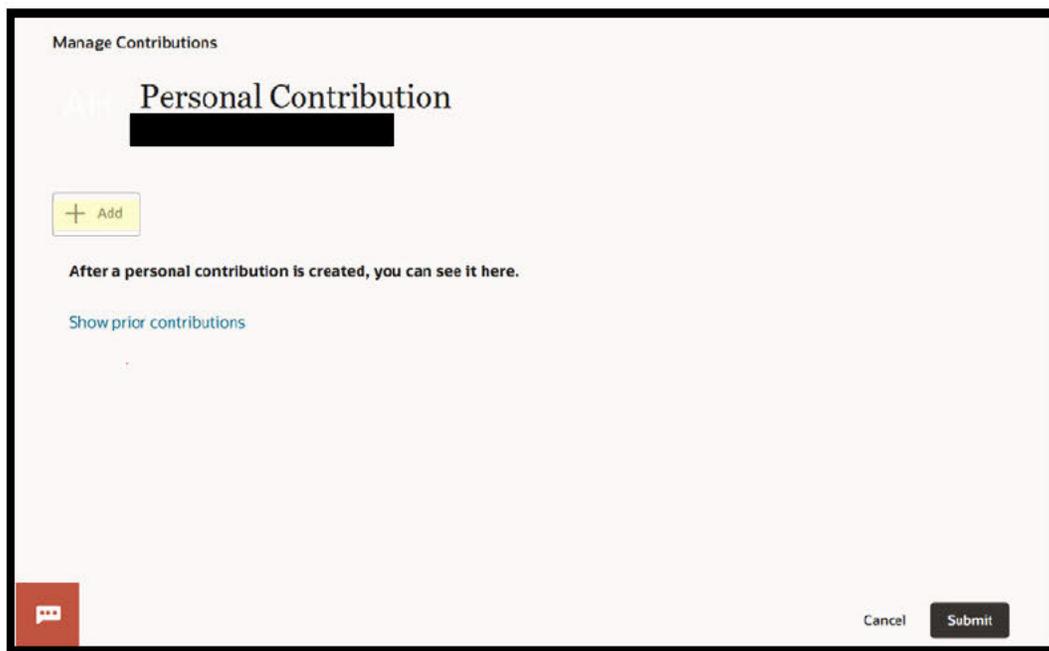
Employee Stock Purchase Program – Quick Click Guide

Beginning January 1, 2026, employees are able to make employee stock purchase program elections in the Hub. Follow the steps below.

1. Me> Manage Personal contributions



2. Click 'Add'



3. Under plan, select Employee Stock Purchase Program (ESPP)

The screenshot shows a web form titled "Personal contribution". At the top left, there is a dropdown menu labeled "Plan" with a downward arrow. Below it, a yellow highlight box surrounds the text "Employee Stock Purchase Program (ESPP)". To the right of the "Plan" dropdown is an empty text input field labeled "Option". At the bottom right of the form, there are two buttons: "Cancel" and "Save".

4. Under option, select either base pay election or supplemental pay election

- Base pay elections will be deducted from every regular payroll run.
- Supplemental elections will deduct from any supplemental payments paid outside of a regular payroll run (i.e. profit sharing, spot bonuses, incentive payouts, etc.).

If you would like to contribute from both base pay and supplemental pay, you will need to set up elections for **both** options.

The screenshot shows the "Personal contribution" form with the "Option" dropdown menu open. The "Option" dropdown is highlighted in yellow and shows two options: "Base Pay Election" and "Supplemental Pay Election". The "Base Pay Election" option is currently selected. Below the dropdown, there is a section titled "Worthington Steel Employee Stock Purchase Program (ESPP) Elections". Under this section, there are two sub-sections: "Base Pay Elections" and "Supplemental Pay Elections". The "Base Pay Elections" section contains the text: "By submitting this request, you are electing to participate in the Worthington Steel Employee Stock Purchase Plan and request that the entered amount be deducted from **each regular pay period**." The "Supplemental Pay Elections" section contains the text: "By submitting this request, you are electing to participate in the Worthington Steel Employee Stock Purchase Plan and request that the entered amount be deducted from **each supplemental pay** (i.e. profit sharing, bonus, etc).". Below these sections, there is a note: "**Please note that payroll deductions may take one to two payroll periods to reflect elections on your paycheck." and a blue link: "Upon submission of your ESPP election, you are acknowledging acceptance of the following statement." followed by a paragraph of text: "I understand that this money will be used to purchase full and fractional shares of Worthington Steel Common Stock under the Plan and that my rights are not transferable except as provided by the Plan. I also understand that this authorization will remain in effect subject to my continued eligibility to participate, or until I elect to change or cancel my contributions, as provided by the Plan." At the bottom of the form, there is a line of text: "Questions? Please contact the Worthington People Center at 614-840-3002 or wpc@worthingtonsteel.com". At the bottom right, there are "Cancel" and "Save" buttons.

5. Enter the amount you would like to deduct from your pay and click save.

- If you would like the election to be recurring every base paycheck and/or supplemental paycheck, leave 'ongoing' selected.
- If you would like it to be a one-time election or for a certain period of time, unselect 'ongoing' and select an end date.

Leave the start date as today's date and the election will process on the next available check date.

Personal contribution

Plan: Employee Stock Purchase Pn | Option: Base Pay Election

Start Date: 10/1/25 | **Ongoing**

Amount: USD 50.00

[Hide plan info](#)

Worthington Steel Employee Stock Purchase Plan (ESPP) Elections

Base Pay Elections
By submitting this request, you are electing to participate in the Worthington Steel Employee Stock Purchase Plan and request that the entered amount be deducted from **each regular pay period**.

Supplemental Pay Elections
By submitting this request, you are electing to participate in the Worthington Steel Employee Stock Purchase Plan and request that the entered amount be deducted from **each supplemental pay (i.e. profit sharing, bonus, etc.)**.

***Please note that payroll deductions may take one to two payroll periods to reflect elections on your paycheck.*

Upon submission of your ESPP election, you are acknowledging acceptance of the following statement.

I understand that this money will be used to purchase full and fractional shares of Worthington Steel Common Stock under the Plan and that my rights are not transferable except as provided by the Plan. I also understand that this authorization will remain in effect subject to my continued eligibility to participate, or until I elect to change or cancel my contributions, as provided by the Plan.

Questions? Please contact the Worthington People Center at 614-840-3002 or wpc@worthingtonsteel.com

6. You now should be able to see your saved contribution on the manage contributions page. To make changes or delete your elections, click on the three dots.

Manage Contributions

Personal Contribution

Employee Stock Purchase Program (ESPP)

- Base Pay Election
10/1/25 - Ongoing

Amount: USD 50.00 | Processing Type: Recurring

[Show previous contributions](#)